

**MINUTES OF THE REGULAR MEETING OF THE TOBACCO PREVENTION
AND CESSATION EXECUTIVE BOARD MEETING**
October 18, 2007

Dr. Judith Monroe, Chairperson, called the regular meeting of the Tobacco Prevention and Cessation Executive Board to order at 1:00 p.m., at the ISTA Center, 150 West Market Street, 2nd Floor Conference Center, Indianapolis, Indiana.

I. Welcome to New Board Members

Dr. Monroe welcomed new Board Members, Wendy Zent and Diane Krull to the Board and asked the Board members in attendance to introduce themselves.

II. Approval of June 4 and August 23, 2007 Executive Board Meeting Minutes

Question on item #6 in the June 4th Executive Board Meeting minutes was brought by Dr. Robert Keen. Dr. Monroe and Karla Sneegas clarified. Motions to approve the Executive Board Meeting minutes for both June 4th and August 23rd were made by Dr. Robert Keen, 2nd by Dr. Mohammad Torabi and passed.

III. Financial Report

Celesta Bates provided the financial report. A motion to approve the financial report was made by Dr. Alan Snell, 2nd by Dr. Robert Keen and passed.

IV. 2008-09 Budget

Celesta Bates presented budget revisions. A motion to approve the 2008-09 budgets was made by Dr. Mohammad Torabi, 2nd by Dr. Victoria Champion and passed. Dr. Richard Feldman abstained.

Anita Gaillard presented final grant recommendations for the Local Community and Minority Grants. A motion to approve was made by Dr. Robert Keen, 2nd by Dr. Stephen Jay, and passed. Dr. Richard Feldman abstained.

Anita Gaillard presented final grant recommendations for the VOICE Hubs grants. A motion to approve was made by Dr. Alan Snell, 2nd by Dr. Robert Keen, and passed.

V. Meeting Dates for 2008

Karla Sneegas presented the proposed Executive Board Meeting dates for 2008. A motion to approve was made by Dr. Mohammad Torabi, 2nd by Danielle Patterson, and passed.

VI. Legislative Update

Dr. Monroe addressed the Health Care Finance Commission's hearings and the information submitted to the Commission regarding the effectiveness of ITPC and a possible transfer of ITPC to the State Department of Health. The scheduled hearing dates were September 10, October 2, with findings scheduled to be presented on October 29, 2007. Mrs. Sneegas presented information from a working group that was recommended by the Board at the August Executive Board meeting to study the issue. Mrs. Sneegas introduced the members of the working group: Dr. Keen facilitated, Dr. Stephen Jay, Dr. Victoria Champion, Diane Krull, Dr. Alan Snell, Dr. Richard Feldman, and Emily Hancock, and some members from the public. Dr. Keen summarized the discussion from the Working Group meeting and the outcome of the Health Care Finance Commission to date. Mrs. Sneegas went over handouts that ITPC provided to Senator Miller and the Health Care Finance Commission to clarify where ITPC grants were awarded.

VII. Evaluation Committee Report

- Dr. Stephen Jay reported on a recent cessation work group meeting on tobacco treatment and nicotine replacement therapy options for the Indiana Tobacco Quitline. This group recommends that a two-week supply of the nicotine replacement therapy be approved. A motion to approve a 2-week starter kit to be added to the Indiana Tobacco Quitline as written was made by Dr. Jay, 2nd by Victoria Champion, and passed. The motion included a review of the change when \$600,000 had been spent of the \$1,200,000 line item for the quitline.
- Matthew Farrelly, RTI, International, ITPC's evaluation and research coordinating center, presented an overview on tobacco control environment for Indiana and the U.S. and presented trends on program indicators for adults and youth from the Adult and Youth Tobacco Surveys.

VIII. ITPC Program and Staff Update

Dr. Monroe provided an update on the Governor's 3rd INshape Indiana Summit, held at Purdue University.

Mrs. Sneegas provided the following updates on program and staff activity

- ITPC's role at the INShape Summit is to drive tobacco free worksite policies.
- INFLUENCE forums are taking place by the coalition partners in collaboration with the ISDH.
- Shared "There's Never Been a Better Time to Quit" supplement to the Indianapolis Women's magazine was developed by ISDH and ITPC.
- Staff Changes included:
 - Introduction of Katelin Ryan, newest member to the ITPC staff.
 - Announced that Jack Arnett and Casey Litwinko resigned and there are currently 2 open positions at ITPC.
- The Quit2Win contest period ended with over 5,000 entered, MZD is in the process of contacting the potential winners and plans are being discussed to announce the winners.

- The National Tobacco Control Meeting is next week in Minneapolis, Minnesota, and that ITPC and partners are conducting eight workshops.
- Since meeting in August, ITPC has held 3 workshops for the coalition partners: Colleges and Universities—moving to Smoke-free and Tobacco-free Campuses, Cessation Systems, and VOICE Hub training for all of our partners that have VOICE in their work plans.
- Staff are involved in leadership development programs.
 - Jamie Broderick and Craig Wesley recently completed the MAPHLI Project developing a training video entitled “Second-hand Smoke Campaigns”.
 - Miranda Spitznagle is participating in the Executive Women’s Leadership Program sponsored by the United Way.
- ITPC Annual Report is complete; a limited number of hard copies will be available.
- Online Fiscal reporting system training is currently being piloted by select ITPC partners.

IX. Announcements

Dr. Judith Monroe called for a motion to adjourn. Motion to adjourn made by Dr. Richard Feldman, 2nd by Dr. Robert Keen and passed.

The following Executive Board Members were present for all or part of the meeting:

Judith A. Monroe, M.D., Chairwoman (Ex-Officio)
 Karla Sneegas, MPH, Executive Director
 Alan Snell, M.D.
 Stephen Jay, M.D.
 Robert Keen, Ph.D.
 Victoria Champion, DNS, RN, FAAN
 Diane Krull
 J. Michael Meyer
 Danielle Patterson
 Steve Simpson, M.D.
 James Jones
 Mohammad Torabi, Ph.D.
 Richard Feldman, M.D.
 Emily Hancock, Pharm.D. for E. Mitchell Roob (Ex-Officio)
 Wendy Zent, D.D.S.

The following Advisory Board Members were present for all or part of the meeting:

Arden Christen, D.D.S.
 Cecilia Williams

The following Executive Board Members were not in attendance:

Phyllis Lewis for Suellen Reed, Ed.D. (Ex-Officio)

Patricia Hart

Nancy Turner

Natalie Robinson for Steve Carter (Ex-Officio)

Pat Rios

Agency Staff in attendance:

Anita Gaillard, Director of Community Programs

Miranda Spitznagle, Director of Program Evaluation

Celesta Bates, Chief Financial Officer

Jamie Broderick, Regional Program Director

Karen O'Brien, Regional Program Director

Dan Morgan, Regional Program Director

Craig Wesley, Regional Program Director

Kristen Stokes, Contract Administrator

Cheryl Raney, Accountant

Barb Cole, Administrative Assistant

Katelin Ryan, Research

Agency Staff not in attendance:

Becky Haywood, Administrative Assistant

Others in attendance:

David Ayers, MZD

Harry Davis, MZD

Patsy Popejoy, MZD

Tim Filler

Missy Lewis, IAFP

Marolyn Knight, Fairbanks

Debi Hudson, Clarian

Shelley O'Connell, Smokefree Indiana

Erin Slevin, Smokefree Indiana

Patricia Ells, ACS

Cindy Bundy